

# Town Of North Hempstead

Wayne H. Wink, Jr.  
Town Clerk



(516) 869-7646  
Telephone

Office of the Town Clerk  
200 Plandome Road Manhasset, NY 11030  
CHAPTER 36  
APPLICATION - FILM PERMIT

PERMIT TYPE: NEW ☐ EXPEDITE ☐ AMENDMENT ☐ WAIVER ☐

NAME OF APPLICANT

ADDRESS OF APPLICANT

TELEPHONE NO.

NAME OF ENTITY MAKING FILM

ENTITY ADDRESS

TELEPHONE NO.

NAME OF COORDINATOR/ CONTACT PERSON

COORDINATOR/ CONTACT ADDRESS

TELEPHONE NO.

LOCATION OF FILMING

CITY

STATE

ZIP

WILL FILMING INCLUDE THE USE OF PYROTECHNICS OR HAZARDOUS MATERIALS?

YES

☐

NO

☐

**IF YES, APPLICANT MUST NOTIFY  
NASSAU COUNTY FIRE MARSHALL**

WILL FILMING INCLUDE SIMULATED VIOLENCE OR CRIME?

YES

☐

NO

☐

DESCRIPTION OF PROPOSED FILMING ACTIVITY:

LOCATION OF STREET FOR CLOSURE (SPECIFY STREET NAME / SIDEWALK)

FROM

TO

FROM

TO

FROM

TO

FILMING WILL OCCUR

INDOORS

☐

OUTDOORS

☐

IS THE APPLICANT THE PROPERTY OWNER?

YES

☐

NO

☐

IF NO, LIST OWNER'S NAME AND ADDRESS BELOW

PROPERTY OWNER PRINT NAME

PROPERTY OWNER SIGNATURE

ADDRESS

TELEPHONE NO.

DOES APPLICANT HAVE THE PROPERTY OWNER'S  
CONSENT?

YES

☐

NO

☐

**CONSENT OF OWNER MUST BE INCLUDED  
WITH THIS APPLICATION**

DATE (S) FILMING IS TO TAKE PLACE

1.

2.

3.

HOURS FILMING IS TO TAKE PLACE

A.M./ P.M.

A.M./ P.M.

A.M./ P.M.

FILMING AND RELATED ACTIVITIES (INCLUDING THE ARRIVAL, SET-UP AND BREAKDOWN OF EQUIPMENT AND VEHICLES  
SHALL ONLY BE PERMITTED BETWEEN THE HOURS OF 7:30 A.M. AND 9:00 P.M. UNLESS A WRITTEN REQUEST IS SUBMITTED  
TO THE TOWN CLERK'S OFFICE MODIFYING SUCH FILMING HOURS FOR FURTHER DETERMINATION.

### INSURANCE REQUIREMENT

Applicant must provide proof of insurance coverage for damage to property in the amount of Two Hundred and Fifty Thousand (\$250,000.00) Dollars for any single claim and for any aggregate occurrence in the amount of One Million (\$1,000,000.00) Dollars; for bodily injury for any person in the amount of Five Hundred Thousand (\$500,000.00) Dollars and for any aggregate occurrence in the amount of Two Million (\$2,000,000.00) Dollars. Each such insurance policy shall name the Town of North Hempstead as an additional insured party.

***Return Insurance Certificate in the amounts indicated above (or greater) with completed application.***

### VEHICLE LIST

**INCLUDE AS PAGE # 4 ON ENCLOSED OR PROVIDE AS REQUIRED IN § 36-5 I.**

“List and description of all vehicles and their license plate numbers, including the applicant's vehicles and vehicles of the applicant's personnel.”

### PROPS & EQUIPMENT LIST

**INCLUDE AS PAGE # 5 ON ENCLOSED OR PROVIDE AS REQUIRED IN § 36-5 J.**

“List and description of all props, sets and equipment to be used in connection with the Filming.” If filming activities include the use of explosives, Fireworks or other explosive compounds refer to Chapter 19 of the Code of the Town of North Hempstead, entitled EXPLOSIVES, § 19-2 for permit requirements.

### PERMIT FEES

FILMING (\$500 / DAY) (Prep/Filming/Breakdown)	\$500.00	X	_____	=	_____
USE OF BASECAMP LOCATION (\$500 / DAY)	\$500.00	X	_____	=	_____
USE OF TOWN OWNED FACILITY (\$100.00 / HR)	\$100.00	X	_____	=	_____
STANDARD FILMING <b>BEFORE 7:30AM</b> (\$200.00 / HR)	\$200.00	X	_____	=	_____
STANDARD FILMING <b>AFTER 9:00PM</b> (\$100.00 / HR)	\$100.00	X	_____	=	_____
CLOSURE: STREETS / SIDEWALKS (\$100.00 / HR OR \$500.00 / DAY)	\$100.00	X	_____	=	_____
CLOSURE: STREETS / SIDEWALKS (\$100.00 / HR OR <b>\$500.00 / DAY</b> )	\$500.00	X	_____	=	_____
PERMIT EXPEDITE FEE (LESS THAN 7 DAYS PRIOR)	\$250.00	X	_____	=	_____
				<b>TOTAL DUE</b>	_____

**PROVIDE NOTIFICATION TO RESIDENTS AND BUSINESSES WITHIN 300 FEET OF THE LOCATION OF ANY ANTICIPATED PARKING (IF OCCUPYING MORE THAN THREE PARKING SPACES) OR TRAFFIC OBSTRUCTION. SUCH NOTIFICATION MUST DISTRIBUTED TO EACH RESIDENT AND MERCHANT NOT LESS THAN 72 HOURS IN ADVANCE OF FILMING, WHEN FEASIBLE.**

**FOR YOUR APPLICATION TO BE PROCESSED, ALL OF THE REQUESTED ITEMS MUST BE RETURNED TO THIS OFFICE. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

IF YOU HAVE ANY QUESTIONS, PLEASE CALL (516) 869-7739, 7648 or 7642

**AS PER § 36-6 E. THE HOLDER OF A PERMIT SHALL NOTIFY THE APPROPRIATE POLICE AND FIRE DEPARTMENTS THAT IT INTENDS TO FILM AT THE AUTHORIZED LOCATION NOT LESS THAN FORTY-EIGHT HOURS BEFORE SUCH FILMING SHALL COMMENCE.**

I SOLEMNLY SWEAR AND AFFIRM UNDER PENALTY OF PERJURY, TO THE TRUTH OF ALL STATEMENTS HEREIN AND AGREE TO ADHERE TO THE RULES AND REGULATIONS OF THE CODE OF THE TOWN OF NORTH HEMPSTEAD INCLUSIVE OF CHAPTER 36, THE NASSAU COUNTY CHARTER, THE LAWS OF THE STATE OF NEW YORK, AND EXPRESSLY AGREES TO INDEMNIFY AND HOLD HARMLESS THE TOWN OF NORTH HEMPSTEAD FROM ANY AND ALL LIABILITY OR DAMAGES RESULTING FROM THE ISSUANCE OF A PERMIT UNDER THIS CHAPTER OR FROM THE USE OF SUCH PUBLIC LANDS. ANY FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS A MISDEMEANOR PURSUANT TO SECTION 210-45 OF THE PENAL LAW OF THE STATE OF NEW YORK.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

FOR OFFICIAL USE

REFERRALS	AGENCY	DATE	RECOMMENDATION	COMMENTS
NCPD				
PWPD				
FIRE DIST.				
TNH DEPT				
SUPV/ TB				
OTHER				

## PROPERTIES, SETS AND EQUIPMENT LIST

**FILM COMPANY :** \_\_\_\_\_

#	ITEM	DESCRIPTION	EQUIPMENT	SET	PROP
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

## VEHICLE LIST

**FILM COMPANY :** \_\_\_\_\_

#	LICENSE PLATE	YEAR	MAKE	MODEL	BODY TYPE	DESCRIPTION
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						